

Bolivar Peninsula Special Utility District  
Minutes of the Regular Meeting, June 13 2023

Directors Present

Perry Manuel

Maria Skewis, Secretary

Bradley Metz, Vice President

Hollis Gassen, President

Mark DeSantis

Dean Crooks

Mike Hoover

Mark Ivey

Staff Present

Clifford Howard, Plant Mrg.

Donald Crawford, Field Mrg.

Barbara Cowie, Office Mrg.

Sheila Cunningham, GM

Others Present

Mandi Ivy

Keith Ivy

Mike Luke

Brenda Flanagan

Richie Rodriguez

Maria Mitchell

Charles Williamson

Roz Faulkber

Barney Cases

Norma Cases

Item 1 Call to Order: At 6:00 PM Hollis Gassen, declared a quorum present and called the meeting to order.

Item 2 Pledge of Allegiance and moment of silence: The Pledge of Allegiance was led by Mark DeSantis and cited by all present. Afterwards, a moment of silence was observed.

Item 3 Approve minutes of the May 9th General Meeting:

A motion was made by Bradley Metz and seconded by Mark Ivey to approve the May 9th general meeting minutes as presented. Motion unanimously passed.

A motion was made by Bradley Metz and seconded by Mark Ivey to approve the May 30<sup>th</sup> Workshop meeting minutes. Motions passed unanimously.

Item 4 Committee Reports:

Audit & Finance:

The committee met and reviewed all invoices and bank statements for May and found all items to be in order.

Item 5 Public Comments:

Mandi Ivy presented information about her situation with new construction and inability to receive water service. Board will place an item on the July meeting agenda to further discuss.

Item 6: The Board recognized Richie Rodriguez's 5-year service anniversary with BPSUD. President Hollis Gassen presented Richie with a certificate and a check for his achievement.

Item 7: Manager's Report: The manager's report was presented by Sheila Cunningham, Barbara Cowie and Clifford Howard. The following items were reported and/or discussed:

1) A Review of Trial Balance, Comparative Budget Report and Account Balance Summary List: The Board reviewed the Trial Balance Report, Comparative Budget

Report and the Account Balance Summary through May and found everything to be in order.

2) Review System Operational Reports:

\* District Water Losses. The District experienced a four-month average water gain of 1.0% and 0.75% for May.

\* The District has 6,300 active accounts through May. In May, 4 accounts were liquidated and 58 were shut-off for non-payment.

\* Total water sales for May were \$399,823.

\*The average water bill for 2023 is \$64.63 and the monthly average for May was \$65.36.

\* Water pumped was 36.4M gallons and water sold was 19.4M gallons with a loss difference of 17.0M gallons for District flushing, County usage and fire department usage. There were 6 leaks repaired. There were 0 reportable accidents for the month and 0 injuries.

3) Review activities:

One new employee has joined BPSUD. The District is fully staffed.

The District conducted an Emergency & Hurricane Preparedness table top exercise. Members of the District attended a TRWA emergency training exercise.

The District is complying with TCEQ, in initiating a program to inspect customer locations to inventory the use of lead in piping. The first phase will be conducted in High Island.

4) Finances: Net income for May is \$143,814.

Item 8 Update on Capital projects:

The District met with the contractor for upgrading lines on three streets - Mabry, VanZandt and North Tinkle. The project is scheduled to start the first week of July. The engineering on the next three streets for upgrading is nearing completion.

Item 9 Update on Vehicle Ordering for 2023:

No new information. No action required.

Item 10 Discussion and possible action on BPSUD Mission Statement:

Hollis presented a draft of a proposed BPSUD Mission Statement. The Board will discuss the proposal at the July meeting.

Item 11 Discussion and possible action on Impact Fees Resolution:

The Board reviewed the Impact Fees Resolution as proposed by attorney Kate Leverertt. A motion was made by Dean Crooks and seconded by Mark Ivey to approve the proposal with an exception to delete the 3" meter in the multiplier table on page 6.

Item 12 Discussion and possible action on loan application:

Mark Ivey and Sheila Cunningham met to discuss loan providers Hilltop Securities and Government Capitol.

A motion was made by Mark DeSantis and seconded by Bradley Metz to authorize Government Capitol to begin the loan application process. Motion passed unanimously.

Item 13 Discussion and possible action regarding Draft Rate Study:

Hollis presented updates to Draft Rate Study. The study will be updated after a decision on Government Capitol loan terms.

Item 14 Discussion and possible action on Dunham Engineering LOA for Port Bolivar Tank Rehab:

A motion was made by Maria Skewis and seconded by Mike Hoover to authorize a letter of agreement for a proposal from Dunham Engineering to rehab the Port Bolivar Plant elevated tank as presented. Motion passed unanimously.

Item 15 Discussion and possible action on Director's attendance at TRWA Training & Technical Conference:

A motion was made by Perry Manuel and seconded by Mark Ivey to authorize up to two Board Members and staff to attend TRWA Conference in Galveston July 11-13th. Motion passed unanimously.

Item 16 Discussion and possible action regarding Approval of Reimbursement Agreements:

A motion was made by Mark DeSantis and seconded by Mike Hoover to approve a reimbursement agreement with DSW Homes as presented. Motion passed unanimously.

Item 17 Executive Session:

7:01 pm – 7:08 pm

1) Pursuant to 551.072 Deliberation Regarding Real Property.

7:08 pm – 7:34 pm

2) Pursuant to 551.074 Personnel

Item 18 Reconvene in open session:

The general meeting was reconvened at 7:35 pm.

Item 19 Consideration and possible action regarding Executive Session:

- 1) No action required.
- 2) No action required.

Item 20 Director's comments regarding future committee meetings:

- Line Capacity Committee

Item 21 Director's comments regarding future agenda items:

- 1) Crawford Circle customer issue.
- 2) Process for evaluating meter availability during permitting process.
- 3) Draft Rate Study.
- 4) Loan application.
- 5) Mission statement.
- 6) Personnel.
- 7) Quarterly Investment Report.

Item 22 Set date for next regular Board meeting for July 11, 2023.

Item 23 Adjournment:

A motion was made by Maria Skewis and seconded Perry Manuel to adjourn at 7:48 PM. Motion passed unanimously.

CERTIFICATION

I, the undersigned, do here by certify the above to be a true and accurate record of the Bolivar Peninsula Special Utility District Board of Directors' meeting conducted on June 13, 2023.

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Maria Skewis, Secretary